

Adding or Editing Program Information

Your home dashboard should include your program(s). You may have projects listed on this page, but for now we are going to focus on the foundational program information. To do this, select the purple square that says **ENTER PROGRAM**.

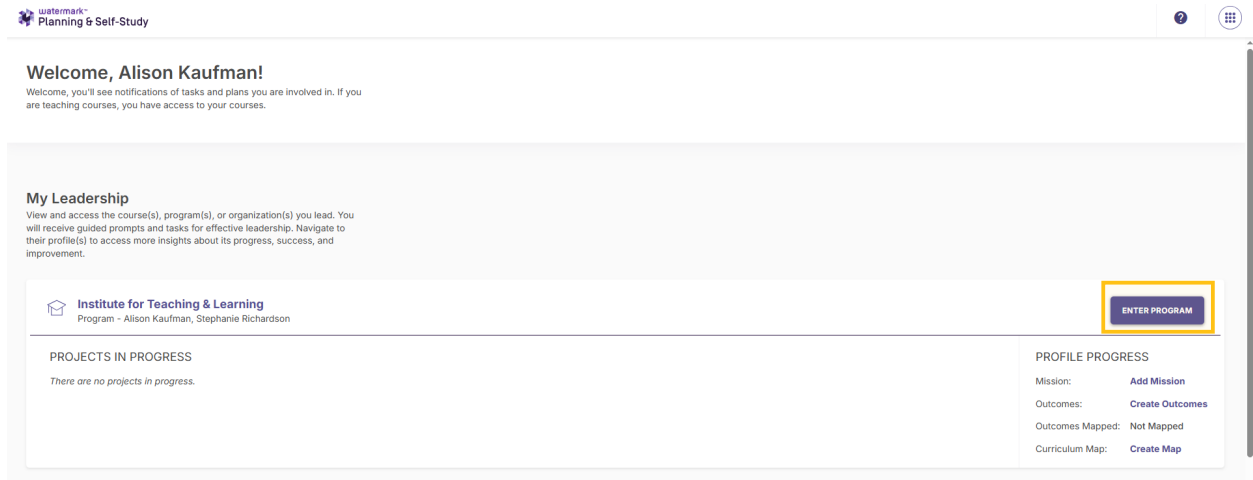


Figure 1

Your program's dashboard is going to look different based on where you are in the assessment process, but every program screen has a toolbar along the left side of the screen that will help you navigate your program's space. To start, click the **Program Information** link on that toolbar.

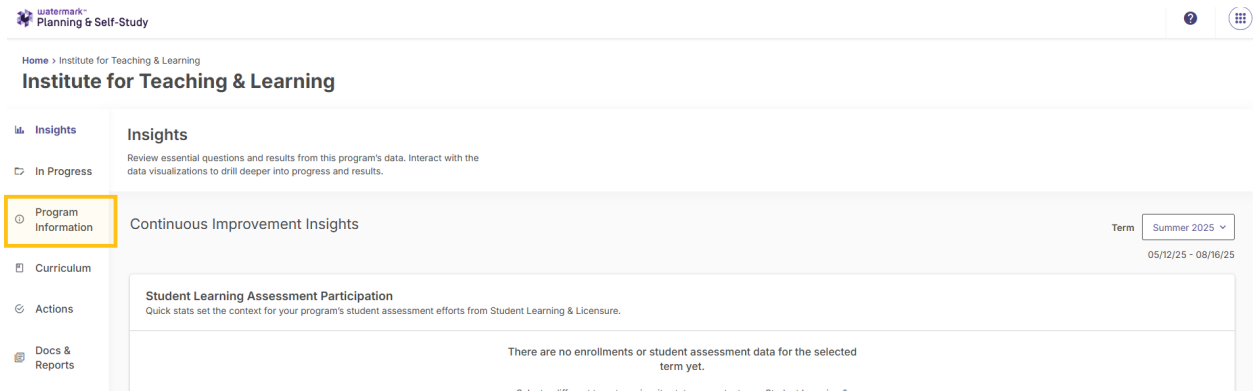


Figure 2

Adding or Editing a Mission Statement

If you don't have a mission statement associated with your program, the first thing you are going to do is enter your mission statement by clicking **ADD MISSION**.

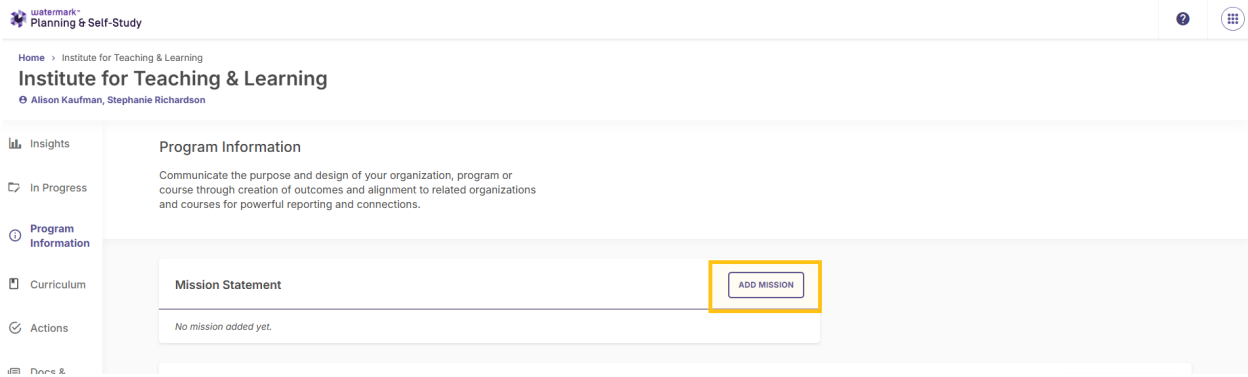


Figure 3

When you enter a mission statement in the Program Information section, it will exist in all other workspaces in Planning and Self-Study. At any time, you can navigate back to Program Information to edit your mission statement by clicking the three dots that will show up next to your mission statement.

Type or copy/paste your mission statement into the text box. Click the checkmark when you are finished.

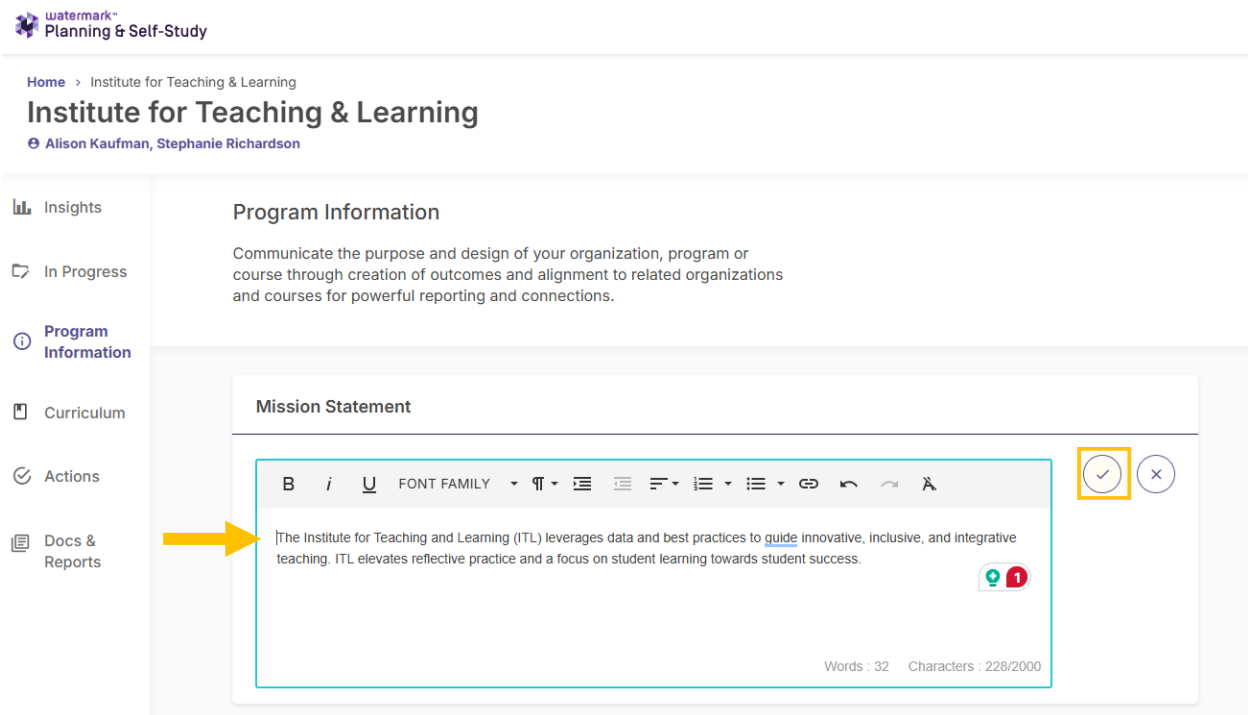


Figure 4

Adding or Editing Program Learning Outcomes

The next step in your Program Information section is to enter your program's Learning Outcomes. The Learning Outcomes you enter in this area should match the Learning Outcomes you have listed on the [YSU Course Catalog](#). You will be able to archive, delete, or edit learning outcomes in the future, but be sure you are doing this in alignment with the [process for program changes](#) via Academic Senate. Click on either **MANAGE OUTCOMES** button to begin with adding your outcomes.

Just a reminder, Learning Outcomes typically start with “Students will be able to...” and are focused on what you hope students know, learn, or are able to do because of your program. Success Outcomes should be thought of as more program goals or effectiveness goals, and are goals related to things like graduation, retention, staffing, budget, etc. This system allows you to track both, but we are focusing here primarily on your program level Student Learning Outcomes.

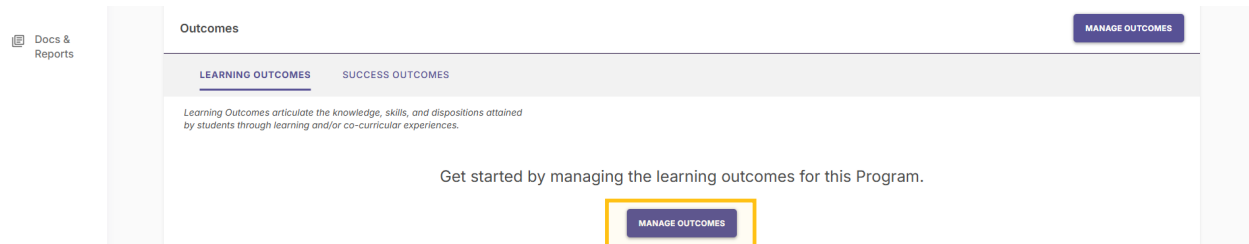


Figure 5

You are now able to manage both your learning and success outcomes. To add one of your program Student Learning Outcomes, click on the button that says **CREATE NEW OUTCOME**.

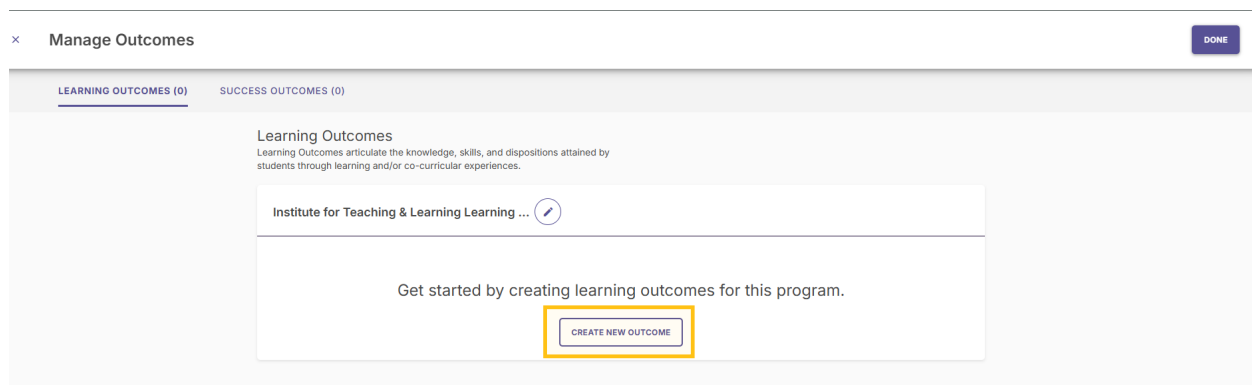


Figure 6

A pop up will appear allowing you to add your outcome. You’ll first need to add a short Outcome Title (this is a required field). Your Outcome Title might include something like *SLO1: Communication*. Then you will enter your full program Student Learning Outcome in the Outcome Description textbox. The Outcome Description textbox might include text such as, *Students will be able to communicate original research*. You do not need to add any Tags, but if you’d like you can use tags related to Blooms Taxonomy levels (apply, create, etc.). Once you enter your information, click **CREATE**.

Manage Outcomes DONE

LEARNING OUTCOMES (0) **SUCCESS OUTCOMES (0)**

Create New Outcome
Enter details to describe the new outcome.

Fields marked with * are required.

Outcome Title *

Enter Mission Statement
Label the outcome by proficiency area (if applicable). e.g. Written Communication, Critical Thinking, Civil Engagement.

Outcome Description
Assessment coordinators will be able to enter a program mission statement.

Tags
Apply 5/30
Tags added: 0/5
Tags allow you to track outcomes across organizations using Bloom's Taxonomy or your own institutional labels. You can add up to 5 tags.

CANCEL **CREATE**

Figure 7

Your first outcome now appears, and you are directed back to the main screen of the Manage Outcomes section. If you added any tags, you'll notice them under your outcome. After you enter your outcome, next to the outcome is a button with three dots. If you click on the three dots, you can edit, archive, or delete your outcome.

Manage Outcomes DONE

LEARNING OUTCOMES (1) **SUCCESS OUTCOMES (0)**

Learning Outcomes
Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Institute for Teaching & Learning Learning ... CREATE NEW OUTCOME

Enter Mission Statement
Last updated: Aug 8, 2025
Assessment coordinators will be able to enter a program mission statement.

Apply Apply Apply

⋮

Figure 8

You can continue adding outcomes by clicking the **CREATE NEW OUTCOME** button. Just a reminder, the three dots next to each outcome allow you to edit, archive, or delete an outcome. The arrows allow you to change the order your outcomes appear. The order they show up here is how they will appear in your curriculum map.

If you'd like to add any Success Outcomes, click the Success Outcomes tab and follow the same process. Success outcomes are entered the same way but are optional for learning outcomes assessment. This could be a good place to manage any program effectiveness goals.

When you have finished entering your outcomes (and remember, these should match your program outcomes in the YSU Course Catalog), click **DONE** to go back to your program information screen.

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Manage Outcomes

DONE

LEARNING OUTCOMES (3)

SUCCESS OUTCOMES (0)

Learning Outcomes

Learning Outcomes articulate the knowledge, skills, and dispositions attained by students through learning and/or co-curricular experiences.

Institute for Teaching & Learning Learning ...

CREATE NEW OUTCOME

Enter Mission Statement

Last updated: Aug 8, 2025

Assessment coordinators will be able to enter a program mission statement.

ApplyApplyApply

Enter Outcomes

Last updated: Aug 8, 2025

Assessment coordinators will be able to enter, edit, archive, and delete their program learning outcomes.

Enter Outcome Measures

Last updated: Aug 8, 2025

Assessment coordinators will be able to create measures associated with each outcome.

Figure 9